



HRSC-SW BULLETIN

SUBJECT: CHANGE IN DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) OFFICES

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Date Issued: 10 January 2002

INTENDED AUDIENCE:

HR DIRECTORS AND HRSC-SW DEPARTMENT HEADS

In response to a request by the Military Services to consolidate civilian pay accounts by agency within a single payroll office, the Defense Finance and Accounting Service (DFAS) will be transferring Navy civilian pay records and responsibilities from DFAS offices in Denver, Colorado, and Pensacola, Florida, to the DFAS Office in Charleston, South Carolina beginning 24 February 2002, subject to the union notification process. The second phase of the transfer is scheduled to take place on 21 April 2002, the third phase on 30 June 2002 and the final transfer is scheduled for 14 July 2002. Full details on the organizations and number of civilian employees affected is available on the series of Excel worksheets labeled "DFAS Schedule" which is also attached to the message that brought you this Bulletin. Employees working overseas are currently being paid by the DFAS office in Charleston and their records will be unaffected by this change.

The transfer process will be automated. Details on the employee data to be moved are described on pages 1 and 2 of the Word document labeled "DFAS Transfer Overview" which is also attached to the message that brought you this Bulletin. Additionally, pages 3 and 4 of that same document provide information for all employees. Information for Customer Service Representatives (CSRs) Timekeepers and HR and Site Offices appears on pages 5 and 6.

While the DASN staff is satisfied that DFAS has put adequate safeguards in place so that the payroll office change will be transparent to employees and activities, they have also planned for quality control checks of payroll record transfers before and after each transfer effective date. These checks will be conducted centrally by the San Antonio systems support staff.

One category of personnel actions requires action by affected commands. Commands should not submit organization change actions to be effective concurrent with dates of payroll transfer. We strongly recommend setting effective dates for these actions that are at least thirty days prior to, or thirty days after, the effective date of payroll records' transfer. Since electronic payroll records will be transferred based on UIC and organization code, actions such as realignments, organization code changes and changes in labor accounting codes which alter these data elements, pose a risk of causing employee pay problems if they are changed within the "window" of the payroll transfer. We are therefore recommending that commands exercise caution in planning these personnel actions to preclude possible errors during transfer. Individual personnel actions (for example, reassignments, promotions, transfers) will not be affected and can be processed at any time.